



MALANKARA ORTHODOX SYRIAN CHURCH DIOCESE OF SOUTH-WEST AMERICA

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Blessings to our respected Vicars, Cor-Episcopoi, Ramban, Deacons, and all the faithful of the Diocese of South-West America!

Dearly Beloved,

As per the decision of the Diocesan Assembly held in Houston in April 2024, a subcommittee was formed to review the bylaws, incorporation documents, and deeds of all the parishes in our diocese. The subcommittee met several times to review all the documents that were submitted, and their findings were presented to the Diocesan Council. The subcommittee came up with a more effective and constructive implementation plan to make sure that all parishes follow a standardized format for their bylaws. This plan was presented in the recent Diocesan Assembly that was held in Dallas in March 2025.

Each parish should complete the following:

1. Go through the parish by-laws and change any mention of 'Diocese of America' or 'American Diocese' to 'Diocese of South-West America'.
2. Insert a clause into the parish by-laws to read, **"In the event of a conflict between this document and the Diocese of South-West America By-Laws as presented to and approved by the Holy Synod on August 8, 2013 (Diocesan By-Laws), the Diocesan By-Laws shall prevail. The portion of this document that conflicts with the Diocesan By-Laws will be null and void, and the remaining portion of this document will remain in full force and effect. The Diocesan Metropolitan, in consultation with the Diocesan Council (if needed), is the authority to determine if there is a conflict between this document and the Diocesan By-Laws."**
3. Insert another clause into the parish by-laws to read, **"If This Parish is dissolved or ceases to exist, the Diocesan Metropolitan as appointed by the Catholicose of the East shall act as Trustee for the assets of the parish in consultation with the elected Diocesan Council in a manner consistent with all applicable state laws and the provisions of Section 501(c)(3) of the U.S. Internal Revenue code."**

Once the above changes are made and passed through the parish assembly, a copy of the following documents should be sent to the Diocesan Office:

1. Amended bylaws
2. The current Articles of Incorporation.
3. Any name or address changes that the parish has adopted
4. The Title or deed for the parish and its immovable assets, associated with the parish.



5. A letter of intent stating that no parallel corporations exist at the same parish address. This document has been provided along with this Kalpana and needs to be completed and signed by the parish's Vicar, Secretary, and Trustee.

After the documents are received and approved, the Diocesan Office will send out a Certificate of Compliance signed by the Diocesan Metropolitan. The documents for each parish should be received by **October 31st, 2025**.

If you have any questions, please contact Rev. Fr. Mathews George, Diocesan Secretary, at 210-995-7602 or Bijoy Thomas, Diocesan Council Member, at 732-567-2397.

Urshlem Aramana, Beasley
May 01, 2025

Metropolitan Dr. Thomas Mar Ivanios